



## Waste Minimization Report Bureau of Land and Waste Management

YEAR

U.S. EPA Identification Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Part A:** DHEC Form 3446 gives an easy format with which to comply with regulations R.61-79.264.43 (C&D), or if applicable, R.61-79.264.77 (D&E). These regulations require all large quantity generators of hazardous waste or companies that treat, store or dispose of hazardous waste, to report to the Department their waste minimization activities and successes by January 31st of each year.

1. How would you best describe your company's product? \_\_\_\_\_  
\_\_\_\_\_
2. What processes used at your company result in the generation of hazardous waste (i.e., painting, plating, parts washing, machining, etc.)? \_\_\_\_\_  
\_\_\_\_\_
3. Has your company implemented and/or continued waste minimization strategies on hazardous waste produced this reporting year? \_\_\_\_\_  
\_\_\_\_\_
4. Check the box(es) next to the waste minimization strategy(s) that best describe your efforts in minimizing your hazardous waste streams. (Check boxes for all that apply.)

### STRATEGY

- ☐ Chemical Substitution
- ☐ Volume Reduction
- ☐ On-site Recycling\*
- ☐ Good Housekeeping
- ☐ Off-site Recycling
- ☐ Other

### EXAMPLE

- Replacing hazardous materials with non- or less-hazardous items
- Using a filter press, reduce amount of sludge waste
- Using still to recover solvents
- Monitoring processes for leaks or spills
- Contracting with a service company to recycle
- Describe: \_\_\_\_\_

\*If ONE of your choices above is "On-site Recycling," what types of solvents do you distill on-site? \_\_\_\_\_  
\_\_\_\_\_

If you distill solvents, how are the still bottoms disposed of? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Check the box(es) for the obstacles that hindered you from minimizing your waste during this reporting year.

- ☐ Insufficient capital to install new equipment
- ☐ Lack of technical information on waste reduction
- ☐ Not economically feasible
- ☐ Concern that product quality may decline
- ☐ Technical limitations of production process
- ☐ Regulatory burdens inhibit recycling
- ☐ Other (Please describe. \_\_\_\_\_)

6. What types and quantities of hazardous waste were AVOIDED being generated by a waste minimization strategy or pollution prevention program PER CALENDAR MONTH? This includes solvents and chemicals picked up by contracted services.

	TYPES OF CHEMICALS	WASTE CODE	USE	QUANTITY (IN POUNDS) (AMOUNT REDUCED BY)
e.g.	Solvents, ignitable, chemical toluene, etc.	F005	Cleaning parts	30 pounds
1.				
2.				
3.				
4.				

7. What types and quantities of hazardous waste were RECYCLED ON-SITE by a waste minimization strategy or pollution prevention program PER CALENDAR MONTH?

	TYPES OF CHEMICALS	WASTE CODE	USE	QUANTITY (IN POUNDS) (AMOUNT REDUCED BY)
e.g.	Solvents, ignitable, chemical toluene, etc.	F005	Cleaning parts	30 pounds
1.				
2.				
3.				
4.				

8. What types and quantities of hazardous waste were RECYCLED OFF-SITE by a waste minimization strategy or pollution prevention program PER CALENDAR MONTH? This includes solvents and chemicals picked up by contracted services.

	TYPES OF CHEMICALS	WASTE CODES	USE	QUANTITY (IN POUNDS) (AMOUNT REDUCED BY)
e.g.	Solvents, ignitable, chemical toluene, etc.	F005	Cleaning parts	30 pounds
1.				
2.				
3.				
4.				

9. How much management expense has your company avoided, or how much positive cash flow has your facility generated as a result of the Waste Minimization Program/Pollution Prevention Program for this CALENDAR YEAR?

\_\_\_\_\_

10. How can DHEC's Center for Waste Minimization assist you in establishing or implementating a waste minimization or pollution prevention program? (Check the box(es) for all that apply.)

- ☐ Request a technical assistance site visit to my facility  
☐ Consultation via telephone with the Center – (803) 896-8986  
☐ Information provided on the Center's Web – [www.scdhec.gov/cwm](http://www.scdhec.gov/cwm)  
☐ Via letter requesting clarification of certain aspects of the regulations  
☐ Access to publications or updates about the rule  
☐ Other (Please explain. \_\_\_\_\_ )

**CERTIFICATION:** "I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties under Section 3008 of the Resource Conservation and Recovery Act for submitting false information, including the possibility of fine and imprisonment for knowing violations."

A. \_\_\_\_\_ B. \_\_\_\_\_  
 Print/Type Name & Title Signature of Authorized Representative

C. \_\_\_\_\_ D. ( ) \_\_\_\_\_ Ext. \_\_\_\_\_  
 Date Telephone Number



## Waste Minimization Report – OPTIONAL SECTION

### Bureau of Land and Waste Management

**YEAR**

**NOTE:** All information submitted is treated confidentially. The information collected from companies such as yours allows the state to accurately measure South Carolina's recycling goal, recognizing that it is the state's goal to recycle 35 percent of its municipal solid waste. In addition, completion of the report allows the state to identify recycling markets in need of expansion, gauge disposal capacity and make effective solid waste management decisions.

Company Name: \_\_\_\_\_

Person Completing Survey: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

County: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Type of Business: ☐ Commercial ☐ Industrial ☐ Other: \_\_\_\_\_

### Recycling Efforts of Commercial Business/Industry

**Part B:** Please mark the MATERIALS recycled from your location and provide the amounts IN POUNDS. Report recycling efforts that took place in the calendar year of this report.

MATERIAL RECYCLED	POUNDS	MATERIAL RECYCLED	POUNDS
<b>METALS</b>			
<input type="checkbox"/> Aluminum (cans and foil)		<input type="checkbox"/> Steel Cans	
<input type="checkbox"/> Other ferrous metals*		<input type="checkbox"/> Other/mixed metal	
<b>PAPER</b>			
<input type="checkbox"/> Cardboard		<input type="checkbox"/> Paperboard (e.g., cereal and cracker boxes)	
<input type="checkbox"/> Magazines		<input type="checkbox"/> Telephone books	
<input type="checkbox"/> Newspapers and inserts		<input type="checkbox"/> Other/mixed paper	
<input type="checkbox"/> Office paper**			
<b>PLASTIC</b>			
<b>PLASTIC BOTTLES</b>		<b>PLASTIC FILM</b>	
<input type="checkbox"/> #1 PET		<input type="checkbox"/> #2 HDPE	
<input type="checkbox"/> #2 HDPE		<input type="checkbox"/> #4 LDPE	
<input type="checkbox"/> #3 Vinyl		<input type="checkbox"/> Other/mixed plastic film	
<input type="checkbox"/> Other/mixed plastic bottles			
<b>GLASS CONTAINERS &amp; PACKAGING</b>			
<input type="checkbox"/> Brown		<input type="checkbox"/> Green	
<input type="checkbox"/> Clear		<input type="checkbox"/> Other/mixed glass	
<b>BANNED ITEMS</b>			
<input type="checkbox"/> Lead-Acid Batteries		<input type="checkbox"/> Used motor oil	
<input type="checkbox"/> Tires		<input type="checkbox"/> White goods (large appliances)	
<b>YARD TRIMMINGS (if composted or ground into mulch)</b>			
<input type="checkbox"/> Grass clippings, leaves and tree limbs			
<b>CONSTRUCTION &amp; DEMOLITION (C&amp;D) DEBRIS</b>			
<input type="checkbox"/> Asphalt		<input type="checkbox"/> Natural disaster debris	
<input type="checkbox"/> Brick, block		<input type="checkbox"/> Shingles	
<input type="checkbox"/> Concrete		<input type="checkbox"/> Wood scraps (clean, untreated lumber)	
<input type="checkbox"/> Gypsum drywall		<input type="checkbox"/> Mixed C&D debris (if not separated)	
<input type="checkbox"/> Metal, steel		<input type="checkbox"/> Other	

MATERIAL RECYCLED	POUNDS	MATERIAL RECYCLED	POUNDS
<b>MISCELLANEOUS</b>			
<input type="checkbox"/> Antifreeze		<input type="checkbox"/> Paint (oil or latex)	
<input type="checkbox"/> Consumer electronics including cell phones		<input type="checkbox"/> Pallets	
<input type="checkbox"/> Cooking oil		<input type="checkbox"/> Rechargeable batteries	
<input type="checkbox"/> Fluorescent tubes		<input type="checkbox"/> Textiles	
<input type="checkbox"/> Food scraps (if taken offsite for composting)		<input type="checkbox"/> Toner cartridges	
<input type="checkbox"/> Furniture and cabinets		<input type="checkbox"/> Used oil filters	
<input type="checkbox"/> Mattresses		<input type="checkbox"/> Other miscellaneous materials	
<b>OTHER ITEMS</b>			
<input type="checkbox"/> Abatement debris (from remediation activities)		<input type="checkbox"/> Industrial sludge (land applied)	
<input type="checkbox"/> Agricultural waste (from farm animals)		<input type="checkbox"/> Municipal sewage sludge (composted)	
<input type="checkbox"/> Automobile bodies		<input type="checkbox"/> Municipal sewage sludge (land applied)	
<input type="checkbox"/> Combustion ash		<input type="checkbox"/> Other	
<input type="checkbox"/> Industrial sludge (composted)			

\* Other ferrous metals include strapping and drums, as well as surplus equipment including desk, cabinets and machinery.

\*\* Office paper includes items such as copy paper, letterhead, legal pads, register receipts, adding machine paper, envelopes, unsolicited mail and stick-on notes.

**Part C:** Please list any additional SCRAP MATERIALS or BY-PRODUCTS that were recycled from your manufacturing operation. Provide the amounts IN POUNDS. Report recycling efforts that took place in the calendar year of this report.

MATERIAL RECYCLED	POUNDS	MATERIAL RECYCLED	POUNDS
<input type="checkbox"/> Glass		<input type="checkbox"/> Wood	
<input type="checkbox"/> Metal (Ferrous)		<input type="checkbox"/> Motor oil (used)	
<input type="checkbox"/> Metal (Nonferrous)		<input type="checkbox"/> Other	
<input type="checkbox"/> Cardboard		<input type="checkbox"/> Other	
<input type="checkbox"/> Paper		<input type="checkbox"/> Other	
<input type="checkbox"/> Plastic bottles and film		<input type="checkbox"/> Other	

**Part D:** Please list the name(s) of the company/government program that picks up the following recyclables. This information helps the county avoid double counting because some recycling data is provided by processors.

MATERIAL RECYCLED	VENDOR(S)
<input type="checkbox"/> Glass	
<input type="checkbox"/> Metal	
<input type="checkbox"/> Motor oil (used)	
<input type="checkbox"/> Paper	
<input type="checkbox"/> Plastic	
<input type="checkbox"/> Other	

RETURN COMPLETED FORMS TO:

**S.C. Department of Health and Environmental Control**  
Bureau of Land and Waste Management  
Division of Compliance & Enforcement  
2600 Bull Street  
Columbia, SC 29201



## Waste Minimization Report – INSTRUCTIONS

### Bureau of Land and Waste Management

#### PURPOSE:

DHEC Form 3446 gives an easy format with which to comply with regulations R.61-79.264.43 (C&D), or if applicable, R.61-79.264.77 (D&E). These regulations require all large quantity generators of hazardous waste or companies that treat, store or dispose of hazardous waste, to report to the Department their waste minimization activities and successes by January 31st of each year for the previous calendar year.

#### EXPLANATION AND DEFINITIONS:

##### PART A

1. Describe what your company produces or the service you provide.
2. List each process that results in the generation of hazardous waste (e.g., painting, plating, parts washing, etc.).
3. List waste minimization strategies that were either newly implemented or continued for waste generated this calendar year.
4. Put a check mark in the box next to each waste minimization strategy that best describes your efforts in minimizing your waste streams this calendar year.
5. Put a check mark in the box next to each obstacle that has hindered you from minimizing your waste during this calendar year.
6. List each type and quantity of hazardous waste you avoided generating by a waste minimization strategy or pollution prevention program. The quantity should be for a calendar month. This included solvents and chemicals picked up by contracted services.
7. List each type and quantity of hazardous waste you recycled on-site by a waste minimization strategy or pollution prevention program. The quantity should be in pounds for a calendar month.
8. List each type and quantity of hazardous waste you recycled off-site by a waste minimization strategy or pollution prevention program. The quantity should be in pounds for a calendar month. This includes solvents and chemicals picked up by contracted services.
9. Please calculate how much management expense your company avoided, or how much positive cash flow generated as a result of waste minimization and/or a pollution prevention program for the calendar year.
10. DHEC's Center for Waste Minimization was created to assist companies in establishing or implementing a waste minimization or pollution prevention program. Please put a check mark in each box that correlates to a one of our office's services that you are interested in.

#### CERTIFICATION:

- A. Print in ink or type the name and title of the authorized representative.
- B. The authorized representative should sign here in ink.
- C. Print in ink or type the date of signature.
- D. Print in ink or type the telephone number and extension of the authorized representative.

#### OPTIONAL SECTION:

This section is voluntary. All information submitted is treated confidentially. The information collected from companies such as yours allows the state to accurately measure South Carolina's recycling goal, recognizing that it is the state's goal to recycle 35 percent of its municipal solid waste.

In addition, completion of the report allows the state to identify recycling markets in need of expansion, gauge disposal capacity and make effective solid waste management decisions, as well as, promote the positive recycling efforts taking place in this state.

#### ITEM-BY-ITEM INSTRUCTIONS:

- **Part B:** This section includes many materials that are considered Municipal Solid Waste because they are generated by employees at your place of business. If the material you collect for recycling is not separated, use the "Other/Mixed" category. If the material fits best in the "Other" category, please write or type the name of the material next the "Other" checkbox. This applies to Construction & Demolition Debris, Miscellaneous, and Other Items categories. Please provide amounts recycled in pounds.
- **Part C:** This section provides a reporting tool for materials that were recycled as part of processing or manufacturing operations or material/by-product from your operations that did not reach the intended end-user and instead, were recycled. If the material fits best in the "Other" category, please write or type the name of the material next the "Other" checkbox. Please provide amounts recycled in pounds.
- **Part D:** Please provide us with the names of your recycling vendors. If the material fits best in the "Other" category, please write or type the name of the material next the "Other" checkbox. This information helps us avoid double counting, since some data is provided by recycling processors directly.

#### OFFICE MECHANICS AND FILING:

The completed original of this report is sent to the Division of Compliance & Enforcement of the Bureau of Land and Waste Management by January 31st of each calendar year. A copy should be kept in the company files for three years. The completed forms are forwarded by the Division of Compliance and Enforcement to the Center for Waste Minimization and the Division of Mining and Solid Waste for assimilation of the data.